

**CULTURE, TOURISM & ANTIQUITIES DEPARTMENT, GOVERNMENT OF SINDH  
TUGHLAQ HOUSE 3<sup>RD</sup> FLOOR, SINDH SECRETARIAT, KARACHI.**

No. SO(B)Accounts/Tender/2015-16

Dated: 13-05-2016

**NOTICE INVITING TENDER FOR  
PROCUREMENT**

Sealed tenders are invited from all the interested persons/suppliers/contractors/companies on standard bidding documents forms for purchasing of machinery & equipment as per SPPRA Rules 2010 (Amended in 2013).

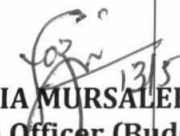
Sr. #	Name of Office	Scope of Work	Allocated Budget in ( Million)	Tender Fee in Pak Rupees
0	1	2	3	4
1	Secretary, Culture, Tourism & Antiquities Department	Machinery & Equipment	0.350	500/-
2	Director Archaeology, Antiquities Department	Machinery & Equipment	0.475	500/-

**Terms & Conditions**

1. Bidding Documents will be issued from date of publication in newspapers or hoisting on Authority's website i.e. SPPRA on Payment of Rs.500/-tender fee (Non-refundable) in the shape of Pay Order in favor of DDO Culture, Tourism & Antiquities Department, Government of Sindh, on any working day up to 03-06-2016, during office hours.
2. Sealed Tenders will be received back on 03-06-2016 up to 11:00 am and will be opened on same day at 12:00 noon in the presence of interesting suppliers/contractors/bidders or their authorized representatives in the office of Section Officer (Budget), Culture, Tourism & Antiquities Department, Tughlaq House 3<sup>rd</sup> Floor, Karachi.

**Eligibility Criteria**

- a) Minimum relevant experience of Three (3) years.
  - b) Turn-over 50% of estimated cost in (M) in the last three (3) years.
  - c) Registration with Income Tax & Sales Tax (Sindh Revenue Borad).
3. Conditional/telegraphic tender will not be entertained.
  4. Tender without call deposit @ Rs. 2.5 % of total bid offer or received after specified date & time will not be considered.
  5. Bid should contain on Single Stage One Envelope process As per SPPRA Rule 46(1).
  6. In case of holiday or any unforeseen circumstances the opening date of the bid shall be **on next working day**.
  7. Undertaking on stamp paper that firm is not involved in any kind of litigation, Departmental rift, abandoned or unnecessary delay in completion of any work in the Government and as well as in private organizations.
  8. In case of firm, list of partners/partnership deed, and giving full particulars of directors/proprietors or other connected particulars along with power of attorney be provided. In case of being sole proprietor, such undertaking on stamp paper be furnished.
  9. A representative must have authority on stamp paper from his firm/company's owner including details of owners along with CNIC.
  10. The procuring agency reserves the right to reject all or any bid subject to the relevant provision of SPPRA Rules 2010(Amended 2013).

  
**FOUZIA MURSALEEN**  
**Section Officer (Budget)**  
Culture, Tourism & Antiquities Department  
Government of Sindh



**GOVERNMENT OF SINDH  
CULTURE, TOURISM AND  
ANTIQUITIES DEPARTMENT**

Karachi the dated 13<sup>th</sup> May, 2016

**NOTIFICATION**

NO.SO(B)/ACCOUNTS/Tender-Notif/2015-16/ A Procurement Committee consisting of the following is hereby constituted to purchase the items for Culture, Tourism & Antiquities Department, under Sindh Public Procurement Rules, 2010 with immediate effect.

1. **Mr. Roshan Ali Kanasro,** Chairman  
Director PDMI & E Cell,  
Culture, Tourism & Antiquities Department.
2. **Mrs. Fouzia Mursaleen,** Secretary / Member  
Section Officer (Budget),  
Culture, Tourism & Antiquities Department.
3. **Mr. Raham Ali Bugti,** Member  
Section Officer (General),  
Culture, Tourism & Antiquities Department.
4. **Mr. Mustaqeem Hashmani,** Member  
Section Officer,  
Home Department.
5. **Mr. Abdul Fateh Shaikh,** Member  
Dy. Director, Pacca Qila Fort, Hyderabad,  
Culture, Tourism & Antiquities Department.

***TERMS OF REFERENCE:***

- a) Preparing bidding documents.
- b) Carrying out technical as well as financial evaluation of the bids.
- c) Preparing evaluation report as provided in SPP Rules 45.
- d) Making recommendations for the award of contract to the competent authority
- e) Perform any other function ancillary and incidental to the above.

**Secretary to Government of Sindh**  
Culture, Tourism & Antiquities Department

***A copy is forwarded for information and necessary action to:-***

1. The Managing Director, SPPRA, Government of Sindh, Karachi.
2. Chairman / Members of the Procurement Committee.
3. PS to Minister for Culture & Tourism Department, Government of Sindh, Karachi.
4. The P.S to Secretary Culture, Tourism & Antiquities Department, Government of Sindh, Karachi.
5. PA to Director General Culture, Government of Sindh, Karachi.
6. General Order File.

**Section Officer (General)**  
Culture, Tourism & Antiquities Department  
Government of Sindh



NO.SO(B)/ACCOUNTS/Notif/2015-16/  
**GOVERNMENT OF SINDH**  
**CULTURE, TOURISM AND**  
**ANTIQUITIES DEPARTMENT**

Karachi the dated 13<sup>th</sup> May, 2016

## **NOTIFICATION**

NO.SO(G)/CT&AD/Notif/2015-16/ With the approval of competent authority Culture, Tourism & Antiquities Department, Government of Sindh, Rule-31(1)(2)(a)(b)&(c) of Sindh Public Procurement Rules 2010, a Redressal Committee to address the grievances and settlements of disputes, a committee is hereby constituted. The members of the Committee are as follows:-

- |  |          |
|--|----------|
| 1. <b>Mr. Manzoor Ahmed Kanasro,</b><br>Director General<br>Culture, Tourism & Antiquities Department.                         | Chairman |
| 2. <b>Mrs. Naz Parveen,</b><br>Section Officer (Culture)<br>Culture, Tourism & Antiquities Department.                         | Member   |
| 3. <b>Representative of AG Office / DAO,</b><br>Office of the Accountant General Sindh,<br>Karachi.                            | Member   |
| 4. <b>Mr. Noor Ahmed Memon,</b><br>Chairman, Sindhica Academy,<br>B-24, National Auto Plaza,<br>Marston Road, Karachi.         | Member   |
| 5. <b>Assistant Director Culture (Admin),</b><br>Director General Culture Sindh,<br>Culture, Tourism & Antiquities Department. | Member   |

### ***TERMS OF REFERENCE:***

- To act as per procedure of SPPRA Rules.
- Address the complaints of bidders.
- Prohibit or annual the process of procurement.
- Perform any other function ancillary and incidental related to complaints.

**Secretary to Government of Sindh**  
Culture, Tourism & Antiquities Department

***A copy is forwarded for information and necessary action to:-***

- The Accountant General Sindh Karachi.
- PS to Minister for Culture & Tourism Department, Government of Sindh, Karachi.
- The P.S to Secretary Culture, Tourism & Antiquities Department, Government of Sindh, Karachi.
- PS to Director General Culture / Managing Director STDC / Director PITHM / Special Secretary Antiquities, Government of Sindh, Karachi.
- The PA to Additional Secretary (Admin) Culture, Tourism & Antiquities Department, Government of Sindh, Karachi.
- Officer Concerned.
- Notification File.

**Section Officer (General)**  
Culture, Tourism & Antiquities Department  
Government of Sindh

**CULTURE, TOURISM & ANTIQUITIES DEPARTMENT,  
GOVERNMENT OF SINDH**



**BIDDING DOCUMENT**  
*Single Stage One Envelope Procedure*

**Procurement of Machinery & Equipment**

**Tender - 01**  
**No.SO(B)Accounts/Tender/2015-16**

**M/S** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The deadline for bid submission is 3<sup>rd</sup> June 2016 at 11:00 am.**  
**The Bids will be opened on 3<sup>rd</sup> June 2016 at 12:00 noon.**

**CULTURE, TOURISM & ANTIQUITIES DEPARTMENT, GOVERNMENT OF SINDH**  
**TUGHLAQ HOUSE 3<sup>RD</sup> FLOOR, SINDH SECRETARIAT, KARACHI.**

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**FOUZIA MURSALEEN**  
**Section Officer (Budget)**  
Culture, Tourism & Antiquities Department  
Government of Sindh

# INSTRUCTIONS TO BIDDER

## INTRODUCTION

### **1. ELIGIBLE BIDDERS**

- a. This Invitation for Bids is open to all original Manufacturers/Suppliers etc. and their Authorized Agents/Bidders/Distributors/Contractors.
- b. Bidder should not be eligible to bid if they are under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government organization in accordance with SPPRA rules.

## THE BIDDING PROCEDURE

### **1. SINGLE STAGE – ONE ENVELOPE PROCEDURE**

- a. Bids shall be accepted under the single stage one envelope procedure defined in the SPPRA rules 2010 at **Clause 46(1)**.
- b. The bids shall be opened in the presence of bidders or their authorized representative at the prescribed time, date and venue.
- c. The bids shall be evaluated in accordance with the specified evaluation criteria.

### **2. AMENDMENT OF BIDDING DOCUMENTS**

- a. At any time prior to the deadline for submission of bids, the Procuring agency may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding documents by amendment.
- b. All prospective bidders that have received the bidding documents will be notified the amendment(s) in writing or by cable which will be binding on them.

### **3. DOCUMENTS COMPRISING THE BID**

The bid prepared by the Bidder shall comprise the following:

- (a) Bid Form;
- (b) Price Schedule
- (c) Documentary evidence to the effect that the bidder is eligible to bid and is qualified to perform the Contract if its bid is accepted;
- (d) Documentary evidence to the effect that the goods to be supplied or services to be provided by the bidders are eligible goods or services and conform to the bidding documents; and
- (e) Bid Security

### **4. BID SECURITY**

- a. The Bidder shall furnish, as part of its proposal, a Bid Security in the amount and currency PKR should not be less than @ Rs. 2.5 % of total bid. Unsuccessful bidder's Bid Security will be returned soon after approval of the successful Bidder. The successful Bidder's Bid Security will be discharged upon signing of contract and furnishing the Performance Security bond, duly guaranteed by a scheduled bank.
- b. The Bid Security may be forfeited:
  1. if a Bidder withdraws its bid during the period of bid validity; or
  2. in the case of a successful Bidder, the Bidder fails:
    - (i) to sign the Contract; or
    - (ii) to complete the job / supplies in accordance with the General Conditions of Contract.

### **5. BID VALIDITY**

- a. Bids shall remain valid for minimum 90 days from the date of its opening. A bid valid for a shorter period shall be treated as non-responsive and rejected.
- b. The Procuring Agency shall ordinarily be under an obligation to process and evaluate the bids within the stipulated bid validity period. However, for any reasons to be recorded in writing (or by e-mail/fax), if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period. A Bidder

may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid.

**6. SEALING AND MARKING OF BIDS**

The envelopes shall:

- a) bear the name and address of the Bidder;
- b) bear the specific identification Name and Number of this bidding process indicated in the Bidding Document; and
- c) Bear the procuring Agency's name and address i.e. Section Office (Budget), Culture, Tourism & Antiquities Department, Tughlaq House, 3<sup>rd</sup> Floor, Karachi.

If all envelopes are not sealed and marked as required, the Procuring Agency will assume no responsibility for the misplacement or premature opening of the bid.

**7. DEADLINE FOR SUBMISSION OF BIDS**

a. Bids must be submitted by the bidders and received by the Procuring Agency at the specified address not later than the time and date specified in NIT.

b. The Procuring Agency may, at its convenience, extend this deadline for submission of bids by amending the bidding documents in which case all rights and obligations of the Procuring Agency and the Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

**8. LATE BID**

a. Any bid received by the Procuring Agency after the deadline for submission of bids prescribed by the Procuring Agency shall not be entertained and returned unopened to the bidder.

**9. WITHDRAWAL OF BIDS**

a. The Bidder may after its submission withdraw prior to the expiry of the deadline prescribed for submission of bids.

**10. OPENING OF BIDS BY THE PROCURING AGENCY**

a. The Procuring Agency will open the bids in the presence of Bidders or their representatives who choose to be present at the time of bid opening on the date, time and place specified in Bidding document. The bidder and their representatives who are present shall sign the Attendance Sheet evidencing their attendance.

b. The bidders' names, item(s) for which they quoted their rate(s) and bid prices, discounts (if any), and the presence or absence of requisite Bid Security and such other details as the Procuring Agency, may consider appropriate, will be announced on the prescribed date, time and venue.

c. Any financial bid found without or less than prescribed bid security shall be straightaway rejected.

**11. CLARIFICATION OF BIDS**

a. During the process of evaluation of the bids, the Procuring Agency may ask a Bidder for any clarifications of its bid. The request for such clarifications and the response shall be in writing. However, no change in the quoted price or substance of the bid shall be sought, offered, or permitted.

**12. EVALUATION & COMPARISON OF BIDS**

a. The Procuring Agency will evaluate and compare the bids, which have been determined to be substantially responsive.

b. The Procuring Agency's evaluation of technical proposal / bid shall be on the basis of previous performances, previous test reports, previous experience, financial soundness, and such other details as the Procuring Agency, at its discretion, may consider appropriate, shall be considered. However, the evaluation of financial proposal shall be on the basis of price inclusive of prevailing taxes and duties in pursuant to instruction to bidders.

a. All Bids shall be evaluated in accordance with the evaluation criteria and other terms & conditions set forth in these bidding documents.

b. The Bids will be evaluated on the basis of Prescribed Evaluation Criteria in this bidding document. However, the financial proposal will be evaluated on the basis of price inclusive of prevailing taxes and duties and Bid Security, being major factor, without ignoring the other relevant conditions as well.

**13. EVALUATION CRITERIA**

**Technical Criteria**

- i. Certifications
  - a) Income Tax
  - b) Sale Tax (Sindh Revenue Board)
- ii. Bid Security
- iii. Fulfillment of all the tender terms & conditions
- iv. Quoted Price
- v. An affidavit on stamp paper to the effect that the Bidder has not been blacklisted in the past on any ground by any Government (Federal or Provincial), a local body or a public sector organization. The Bidder will be debarred from the bidding process for submitting a false statement.

**14. QUALIFICATION CRITERIA**

Each bid shall comprise one Single Envelope containing the financial proposal and required the information given as in above NIT;



## BID FORM

Tender No:

To: **DDO,**  
CULTURE, TOURISM & ANTIQUITIES DEPARTMENT,  
GOVERNMENT OF SINDH.

Dear Sir,

1. Having examined the Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide you services/goods specified in the said Bidding Documents.
2. We undertake, if our bid is accepted, we shall provide the services/goods in accordance with the schedule specified in the said Bidding Documents.

### PRICE SCHEDULE PURCHASE OF MACHINERY & EQUIPEMENT

#### (A) Purchase of Machinery & Equipment

Sr. #	Description of Items	Rate	Qty	Amount
1	<b><u>Canon 2520/i ImageRunner or Equivalent.</u></b>  Black-White Printing, Copying, Color Scanning and advanced send direct to email and network folder. Speeds from 20 to 45PPM. Up to 2,300 Sheet Paper Capacity. 5.7 Inch / 14.47 CM Touch Screen Display. Class-Leading Energy Efficiency. Compact Design		2	

#### PROFILE FOR COMPANIES/FIRMS

**NOTE:**

- i) Please fill in the correct information carefully, submission of wrong/vague information may lead to disqualification of the firm.

#### GENERAL INFORMATION

1	Name of the Company	
	a. Year of Establishment	
	b. Form of the Company Annex copy of registration. - Individual - Private Limited - Public Limited - Partnership - Corporation - Others (specify)	

	<p>c. Address of the Firm</p> <ul style="list-style-type: none"> <li>- Registered office</li> <li>- Telephone No.</li> <li>- Fax &amp; email address etc.</li> </ul>		
	<p>d. Blacklisting/complaint against the firm (by any Govt. or other org. If any)</p>		
2	<p>Income Tax</p> <ul style="list-style-type: none"> <li>- Attach copy of certificate</li> <li>- Attach details of tax paid during past 3 years</li> <li>- Attach copy of last annual income tax return.</li> </ul>		
3	<p>Sales Tax Registration No. (if any Applicable), Attach copy of certificate, and details of sales tax paid during past 3 years.</p>		
4	<p>Total Employees (including Technical Staff)</p> <ul style="list-style-type: none"> <li>- Management</li> <li>- Production</li> <li>- Quality Control</li> <li>- Research &amp; Development Sales and Marketing Administration</li> <li>- Others</li> <li>- Total Head Count</li> </ul>		

**(FOUZIA MURSALEEN)**  
**Section Officer (Budget)**  
 Culture, Tourism & Antiquities Department  
 Government of Sindh

Seal & Signature Company/Firm:-